

# **REGULAR MEETING #10**

## **June 16, 2015**

A Regular Meeting of Council convened in the Council Chambers at 7:06 p.m. in the presence of Mayor Ken McDonald, Councillors (with the exception of Councillor Connors), Acting Chief Administrative Officer, Gail Pomroy, Director of Engineering and Public Works, Jennifer Manuel, Director of Planning and Development, Elaine Mitchell, Director of Recreation and Leisure Services, Dave Tibbo, and Executive Secretary, Jody Fifield.

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### **1. ADOPTION OF AGENDA AND MINUTES**

#### **a. Adoption of meeting agenda of June 16, 2015**

**Resolution #15-209**  
**Deputy Mayor Tessier /Councillor Tilley**

Be it so resolved that the agenda of the meeting of June 16, 2015 be adopted as presented.

- carried unanimously

#### **b. Adoption of minutes of meeting of May 19, 2015**

**Resolution #15-210**  
**Councillor Youden /Councillor George**

Be it so resolved that the minutes of the meeting of May 19, 2015 be adopted as presented.

- carried unanimously

### **2. BUSINESS ARISING FROM PREVIOUS MINUTES**

Nil

**3. VISITORS, PRESENTATIONS AND PETITIONS**

**1. 2015 Donation Program**

Mayor McDonald presented donation cheques to the following:

- a. Chamberlains Park Action Committee – Stephanie Gavell
- b. Conception Bay South Bluefins Swim Club – Janette Dwyer
- c. Conception Bay South Music School – Karen Brake
- d. Conception Bay South/Paradise Food Bank – Peter Wells
- e. Conception Bay South Silhouettes Synchronized Swimming Club – Rick Abbott
- f. Conception Bay South Soccer Association – Calvin Randell
- g. Kelligrews Ecological Enhancement Program – Karen Morris
- h. Special Olympics Newfoundland and Labrador – Heather Miller and Zachary Dean
- i. Star of Bethlehem – Herbert Reid
- j. St. John's Ambulance – Susan Bishop

**2. Notice of Motion**

Councillor Murphy brought forward the following Notice of Motion:

**Recommendation:**

Be it so resolved that off-site advertising be permitted on the digital sign located at 434 Conception Bay Highway.

**4. RECOMMENDATIONS OF PLANNING & DEVELOPMENT COMMITTEE  
(Chair, Councillor Beverley Rowe)**

Transferred from Privileged Meeting #11

**1. Development Regulations Amendment No. 8, 2015**

**Resolution #15-211**

**Councillor Rowe/Deputy Mayor Tessier**

Be it so resolved that Development Regulations Amendment 15, 2015 permitting drive thru's in the Commercial Main Street (C-1) zone be adopted and submitted to the Minister of Municipal and Intergovernmental Affairs for registration.

- carried unanimously

Presentation of recommendations of meeting held June 8, 2015

**1. Municipal Plan Amendment No. 7, 2015 and Development Regulations Amendment No. 11, 2015 – Easons Road, Manuels**

**Resolution #15-212**  
**Councillor Rowe/Councillor Youden**

Be it so resolved that the Commissioner's Report be accepted and that Municipal Plan Amendment No. 7, 2015 and Development Regulations Amendment No. 11, 2015 redesignating and rezoning land at the intersection of Easons Road and Conception Bay Highway from Residential Medium Density (R-2) to Commercial Main Street (C-1) to accommodate a commercial expansion at 10 Easons Road be approved, as presented, and submitted to the Department of Municipal and Intergovernmental Affairs for registration.

- carried unanimously

**2. Confirm Order – 20 Kelliview Crescent, Kelligrews**

**Resolution #15-213**  
**Councillor Rowe/Councillor Youden**

Be it so resolved that an Order issued on May 25, 2015, under the Municipalities Act, 1999 and the Town of Conception Bay South Waste Disposal and Property Regulations ordering the removal of all inoperative/scrap vehicles and the discontinuation of repairing, dismantling, and scraping vehicles from the property located at 20 Kelliview Crescent, Kelligrews be confirmed.

- carried unanimously

**3. Residential Development – 6 Mercers Road, Chamberlains – Replacement of a Non-Conforming Use**

**Resolution 15-214**  
**Councillor Bent/Councillor Youden**

Be it so resolved that an application to replace an older, deteriorate dwelling located at 9 Mercers Road, Chamberlains, be approved subject to the provision of sufficient land to facilitate future road widening and placement of the house to achieve maximum building line and rear yard setback and compliance with the Town's Development Regulations.

- 6 yeas
- 2 abstentions  
(Rowe, Tilley)
- motion carried

Councillor Rowe declared a conflict of interest with this item as she resides on this street. She vacated the Chamber at 7:21 p.m. and returned at 7:25 p.m.

**4. Accessory Building – 139 Middle Bight Road, Kelligrews**

**Resolution #15-215**  
**Councillor Bent/Councillor Youden**

Be it so resolved that an accessory building measuring 111.48 square metres at 139 Middle Bight Road be approved subject to compliance with the Town's Development Regulations.

- 7 yeas
- 1 abstention (Tilley)
- motion carried

Councillor Tilley declared a conflict of interest with this item as he has family that resides on this street. He vacated the Chamber at 7:21 p.m. and returned at 7:26 p.m.

**5. Planning and Development Committee Meeting Report**

**Resolution #15-216**  
**Councillor Rowe/Councillor George**

Be it so resolved that the recommendations/decisions made at the Planning and Development Committee Meeting of June 8, 2015, be accepted as presented.

- carried unanimously

**The Planning and Development Committee Meeting Report of June 8, 2015, contains the following recommendations:**

**1. Guest – Land off Fowlers Road**

**Recommendation:**

Be it so resolved that the request to redesignate and rezone land adjacent to Conception Bay South Industrial Park from Rural to Commercial/Light Industrial be refused.

**2. Request for Municipal Plan Amendment and Development Regulations Amendment – Recreational Vehicle Park, 27 Levis Place, Long Pond**

**Recommendation:**

Be it so resolved that the request to amend the Town's Municipal Plan and Development Regulations to redesignate and rezone land to accommodate a recreational trailer park at 27 Levis Place, Long Pond be refused.

**3. Development Proposal – General Industry – 2–6 Barley Road, Chamberlains**

**Recommendation:**

Be it so resolved that an application for a garage, office building and storage yard at 2-6 Barley Road, Chamberlains be approved.

**4. Sale of Town Owned Land- 26 Poppys Lane, Foxtrap**

**Recommendation:**

Be it so resolved that the Town retain property on Poppys Lane, Foxtrap, to facilitate future development of a turning circle.

**5. Sale of Town Owned Land- Haleys Place, Topsail**

**Recommendation:**

Be it so resolved that the Town sell a portion of Town owned land on Haleys Place, Topsail at a cost of \$200 plus submission of the required survey and all other related costs.

**6. Enforcement Unit – Parking on Ivimey Place, Manuels**

**Recommendation:**

Be it so resolved that “No Parking” signs be placed on left hand side of Ivimey Place from Topsail Road to 9 Ivimey Place.

**7. Take into General Revenue – Landscaping**

**Recommendation:**

Be it so resolved that landscaping deposits totalling **\$17,500.00** be taken into general revenue as the owners have failed to comply with the Town’s landscaping requirements.

<b>Civic #</b>	<b>Location</b>	<b>Receipt #</b>	<b>Date</b>	<b>Amount</b>
7	Patrick Place	48503	06-Jan-10	\$500.00
5	Williams Way	48504	06-Jan-10	\$500.00
12	Oaken Drive	48547	08-Jan-10	\$500.00
2-8	Roberts Rd. North/Red Oak Pl.	49007	18-Jan-10	\$500.00
21	Eagle River Drive	49335	22-Jan-10	\$500.00
5	Hillside Avenue	49983	29-Jan-10	\$500.00
14	Ocean Breeze Place -	50160	02-Feb-10	\$500.00
6	Ocean Breeze Place - Lot 14B	53670	18-Feb-10	\$500.00
11	Silverwood Drive	53831	22-Feb-10	\$500.00
19	Eagle River Drive	54703	09-Mar-10	\$500.00
17	Eagle River Drive	54703	09-Mar-10	\$500.00
12	Ocean Breeze Place	57032	19-Mar-10	\$500.00
15	Eagle River Drive	57072	22-Mar-10	\$500.00
8	Ocean Breeze Place - Lot 13B	57711	05-Apr-10	\$500.00
5	Patricks Place	57708	05-Apr-10	\$500.00
18	Williams Way	57911	08-Apr-10	\$500.00
5	Nolan Place	58008	09-Apr-10	\$500.00
5	Silverwood Drive	60208	21-Apr-10	\$500.00
2	Williams Way	60528	29-Apr-10	\$500.00
42	Chatwood Crescent	61047	07-May-10	\$500.00
40	Chatwood Crescent	61047	07-May-10	\$500.00
20	Eagle River Drive	64158	07-Jun-10	\$500.00
9	River Run - Lot 25	66312	15-Jun-10	\$500.00
32	Goldrock Run	67683	14-Jul-10	\$500.00
11	Williams Way	69495	25-Aug-10	\$500.00
16	Madar Place	69776	31-Aug-10	\$500.00
5	Dogwood Place	70459	17-Sep-10	\$500.00
12	Hillside Avenue	71134	06-Oct-10	\$500.00
5	Decima Place - Lot 1	71147	07-Oct-10	\$500.00
9	Michael Place - Lot 9	71203	08-Oct-10	\$500.00
34	Bayview Heights	72596	16-Nov-10	\$500.00
44	Bayview Heights	72610	16-Nov-10	\$500.00
36	Comerfords Road	73416	10-Dec-10	\$500.00
12	Comerfords Road	73606	16-Dec-10	\$500.00
60	Comerfords Road	73608	16-Dec-10	\$500.00

**5. RECOMMENDATIONS OF ENGINEERING & PUBLIC WORKS COMMITTEE  
(Chair, Councillor Ken George)**

Transferred from Privileged Meeting #11

**1. Prime Consultant Agreement – Water and Sewer (Gas Tax Funding)**

**Resolution #15-217**

**Councillor George/Councillor Murphy**

Be it so resolved that approval be given for the Town of Conception Bay South to enter into a Prime Consultant Agreement with Bae Newplan Group Ltd. for Water and Sewer, Phase 46 project, funded through the Gas Tax Agreement.

- carried unanimously

**2. Prime Consultant Agreement – Sparrow Drive Force Main Re-Routing**

**Resolution #15-218**

**Councillor George/Deputy Mayor Tessier**

Be it so resolved that approval be given for the Town of Conception Bay South to enter into a Prime Consultant Agreement with Bae Newplan Group Ltd. for the Sparrow Drive Force Main Re-Routing, funded through Capital Out of Revenue.

- carried unanimously

**3. Stadium - Award of Tender – CP5**

**Resolution #15-219**

**Councillor George/Deputy Mayor Tessier**

Be it so resolved that subject to approval from the Department of Municipal and Intergovernmental Affairs, approval be given to award the tender for the CP5 – Site Paving for the Stadium Project to Weir's Construction Limited in the amount of \$1,390,001.70, HST included. Funds are available in the Multi Year Capital Works Program.

- carried unanimously



Presentation of recommendations of meeting held June 9, 2015

**1. Lift Stations – Preventative Maintenance Program**

**Resolution #15-220**

**Councillor George/Councillor Murphy**

Be it so resolved that approval be given to Xylem for preventative maintenance services for the quoted price of \$8,820.00 plus HST. Funds to be taken from account 01-401-1000-7405.

- carried unanimously

**2. Award of Tender Monument Road Lift Station Upgrading**

**Resolution #15-221**

**Councillor George/Councillor Tilley**

Be it so resolved that approval be given to award Tender for Monument Road Lift Station Upgrading to Newfound Construction Limited for the quoted price of \$191,795.13 including HST. Funds are available in Gas Tax Funding.

- carried unanimously

**3. Award of Tender – Powers Court Lift Station**

**Resolution #15-222**

**Councillor George/Councillor Murphy**

Be it so resolved that approval be given to award Tender for Squires Avenue – Powers Court Lift Station Upgrading Civil Works to Lawlor's Homes and Services Limited for the quoted price of \$42,219.06 including HST. Funds are available in Capital Out of Revenue.

**AND FURTHER**

Be it so resolved that approval be given to award Tender for Squires Avenue – Powers Court Lift Station Upgrading (M&E) to Newfound Construction Limited for the quoted price of \$376,937.66 including HST. Funds are available in Capital Out of Revenue.

- carried unanimously

**4. Approval to Call Tender – Capital Equipment: Snow Blower Attachment**

**Resolution #15-223**  
**Councillor George/Deputy Mayor Tessier**

Be it so resolved that approval be given to call tender for one (1) snow blower attachment.

- carried unanimously

**5. Approval to Call Tender – Back-up Generator Town Hall**

**Resolution #15-224**  
**Councillor George/Deputy Mayor Tessier**

Be it so resolved that approval be given to call tender for one (1) Back-up Generator.

- carried unanimously

**6. Award of Quote – Tilt Platform Trailer**

**Resolution #15-225**  
**Councillor George/Deputy Mayor Tessier**

Be it so resolved that approval be given to purchase a Tilt Platform Trailer from Atlantic Trailer for the quoted price of \$9,956.00 including HST. Funds are available in Capital Equipment.

- carried unanimously

**7. Engineering and Public Works Committee Meeting**

**Resolution #15-226**  
**Councillor George/Deputy Mayor Tessier**

Be it so resolved that the recommendations/decisions made at the Engineering and Public Works Committee Meeting of June 9, 2015, be accepted as presented.

- carried unanimously

**6. RECOMMENDATIONS OF RECREATION & LEISURE SERVICES COMMITTEE (Chair, Councillor Paul Connors)**

Presentation of recommendation of meeting held June 9, 2015

**1. Bussing – Camp Kaleidoscope 2015**

**Resolution #15-227**  
**Councillor Bent/Councillor Tilley**

Be it so resolved that approval be granted for the Town of Conception Bay South to hire Parsons & Sons Transportation Limited for bussing for Camp Kaleidoscope at a cost of \$9,932.70 taxes included. Funds for this expenditure are available from account 01-606-1000-4215.

- carried unanimously

**2. Bussing – Camp Adventure 2015**

**Resolution #15-228**  
**Councillor Bent/Councillor Tilley**

Be it so resolved that approval be granted for the Town of Conception Bay South to hire Parsons & Sons Transportation Limited for bussing for Camp Adventure at a cost of \$9,932.70 taxes included. Funds for this expenditure are available from account 01-606-1000-4215.

- carried unanimously

**3. Tender Call – Lockers for the Conception Bay South Recreation Complex**

**Resolution #15-229**  
**Councillor Bent/Councillor Youden**

Be it so resolved that the Town of Conception Bay South call tender for the purchase of new plastic lockers for the Conception Bay South Recreation Complex.

- carried unanimously

**4. Recreation and Leisure Services Committee**

**Resolution #15-230**  
**Councillor Bent/Councillor George**

Be it so resolved that the recommendations/decisions made at the Recreation and Leisure Services Meeting of June 9, 2015 be accepted as presented.

- carried unanimously

**7. RECOMMENDATIONS OF FINANCIAL & ADMINISTRATIVE SERVICES COMMITTEE (Chair, Deputy Mayor Steve Tessier)**

**Transferred from Privileged Meeting #11**

**1. 2014 Audited Financial Statements**

**Resolution #15-231**  
**Deputy Mayor Tessier/Councillor Rowe**

Be it so resolved that the Town accept and present the Audit Report as completed by Grant Thornton, Chartered Accountants. This document is hereby tabled for public review and a copy shall be forwarded to the Minister of the Department of Municipal and Intergovernmental Affairs indicating the completion of our audited statement for the fiscal year 2014.

- carried unanimously

**2. Appointment of Auditors**

**Resolution #15-232**  
**Deputy Mayor Tessier/Councillor George**

Be it so resolved that the Town of Conception Bay South appoint Grant Thornton as its auditor for the year ended December 31, 2015.

- carried unanimously

**3. General Insurance Renewal**

**Resolution #15-233**  
**Deputy Mayor Tessier/Councillor Murphy**

Be it so resolved that the Town of Conception Bay South approve the renewal of the general insurance policy for the period July 1, 2015 to June 30, 2016 with Cal LeGrow/Baine Johnson Insurance at a cost of \$212,476. This is a budgeted item and funds are available in account 01-102-1000-7110.

- carried unanimously

**3. Mainstreet Business Improvement Association**

**Resolution #15-234**  
**Deputy Mayor Tessier/ Councillor Youden**

Be it so resolved that approval be given for a \$10,000 donation to the Mainstreet Business Improvement Association. Funds are available in account #01-101-1000-7705

- carried unanimously

Presentation of recommendations of meeting held June 8, 2015

**1. Accounts Payable Cheque Register**

**Resolution #15-235**  
**Deputy Mayor Tessier/Councillor Tilley**

Be it so resolved that approval be given to pay cheques totaling \$262,110.43 as per the attached Accounts Payable Cheque Register Report.

- carried unanimously

**2. Ratification of Manual Cheques Previously Released**

**Resolution #15-236**

**Deputy Mayor Tessier/Councillor Tilley**

Be it so resolved that approval be given to ratify the payment of manual cheques previously released totaling \$938,232.46 as per the attached report.

- carried unanimously

**3. Ratification of Direct Payments Previously Released**

**Resolution #15-237**

**Deputy Mayor Tessier/Councillor George**

Be it so resolved that approval be given to ratify direct payments previously released totaling \$93,403.15 as per the attached report.

- carried unanimously

**4. Capital Invoices**

**Resolution #15-238**

**Deputy Mayor Tessier/Councillor George**

Be it so resolved that approval be given to pay capital cheques totaling \$3,461,818.83 as listed in the Financial Services Committee Minutes of June 8, 2015.

- carried unanimously

**5. Tax and Other Receivables Adjustments**

**Resolution #15-239**

**Deputy Mayor Tessier/Councillor Tilley**

Be it so resolved that approval be given to adjust tax and other receivables as follows:

CARMA001	\$4,392.85
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CUTS&001 \$690.46

- carried unanimously

**6. Tender 15-09 Self Contained Breathing Apparatus (SCBA)**

**Resolution #15-240**  
**Deputy Mayor Tessier/Councillor Rowe**

Be it so resolved that approval be given to award tender 15-09 for Self Contained Breathing Apparatus to Acklands Grainger for the purchase for a total of \$85,217.17. Funds are available in the Grant from Fire and Emergency Services.

- carried unanimously

**7. Award of RFP for Moving Services**

**Resolution #15-241**  
**Deputy Mayor Tessier/Councillor Youden**

Be it so resolved that approval be given to appoint AMJ Campbell Van Lines to provide Professional Moving Services as per the terms and conditions listed in their proposal.

- carried unanimously

**8. Amend Purchasing Policy**

**Resolution #15-242**  
**Deputy Mayor Tessier/Councillor George**

Be it so resolved that approval be given to adopt the Purchasing Policy Amendment as presented.

- carried unanimously

**PURPOSE:**

- To ensure that goods and services that are acquired by the Town of Conception Bay South are done so in the most efficient and cost

effective manner.

- To outline the expenditure control and approval processes required by Council, the Chief Administrative Officer, Department Heads, Managers, and other employees.
- To establish internal controls over the authorization of expenses.

**SCOPE:**

This policy applies to all individuals making purchases on behalf of the Town.

**RESPONSIBILITY:**

All operating departments are responsible for ensuring that expenditures made on behalf of the Town represent good value and represent a benefit to the Town.

The Finance Department is responsible for ensuring that no payments are made without appropriate authorization.

**DEFINITIONS:**

**“Petty cash”** means a small amount of cash kept on hand at a work site to be used for necessary minor purchases.

**“Cheque requisition”** means a form requesting a cheque be prepared for payment of a Town expense.

**“Budget”** means a financial plan outlining expected revenues, expenses and expenditures for fixed assets that is formally reviewed and approved by Council.

**AUTHORITY:**

- *Municipalities Act, 1999*
- *Public Tender Act*



- *Public Tender Regulations*
- Council Discretion

## **PROCEDURE:**

### **Public Tenders Required**

The *Public Tender Act* of the Province of Newfoundland and Labrador shall be followed. Goods and services in excess of \$10,000 and a public work in excess of \$20,000, exclusive of goods and services and retail sales tax shall be publicly tender in accordance with the *Public Tender Act* and the *Public Tender Regulations*.

### **Public Tenders Not Required**

Goods and services or public works that do not require a public tender and cost in excess of \$2,000 will require that prices from at least three legitimate suppliers be obtained with the lowest cost to the Town be accepted. For repeat orders, it shall be necessary to obtain these quotes every 90 days. And further, the Town may choose to formally request standing offer pricing for a fiscal year.

### **Goods or Services less than \$100**

Goods or services costing less than **\$100** required in the normal course of business may be paid for from petty cash.

All withdrawals from petty cash and all expenditures using petty cash must be authorized by the employee's supervisor or the supervisor's delegate.

### **Goods or Services greater than \$100**

For individual goods or services costing more than **\$100** required in the normal course of business, the purchase order process must be used, except in the case of regular predictable expenses such as rent or utilities.

For purchases of a recurring nature from major suppliers, or for standing order purchases, the purchase order process must be used regardless of the amount.

Purchase order authorizations are as follows:

1. All expenditures greater than \$7,500 shall be approved by Council.

2. The Chief Administrative Officer (or Council approved designate) may approve expenditures up to \$7,500 without the approval of Council and expenditures in excess of \$7,500 with the prior approval of Council.
3. In the event of an emergency, the Chief Administrative Officer (or Council approved designate) may approve any amount with the approval of Council and shall report such expenditures to Council at its next meeting.
4. Any proposed expenditure in excess of \$7,500 shall not be presented for Council approval without the recommendation of the Chief Administrative Officer (or Council approved designate).
5. Department Heads as listed below may approve expenditures up to \$4,000. This is applicable to normal operational items; however, any discretionary items including all travel advances or claims or items that may have potential political implications requires the approval of the Chief Administrative Officer, who will in turn determine the applicability of Council approval.

Director of Engineering and Public Works  
Director of Planning and Development  
Director of Recreation and Leisure Services  
Fire Chief  
Director of Finance  
Director of Economic Development  
Town Clerk  
Deputy Clerk

6. Purchase orders less than \$2,500 may be approved by the following individuals:

Public Works Superintendent  
Facility Operations and Maintenance Manager

7. Purchase order less than \$1,000 may be approved by the following individuals:

Public Works Supervisor  
Assistant Town Engineer  
Facilities Manager  
Aquatics Manager  
Aquatics Supervisor  
Program Supervisor  
Fire Captain  
Occupational Health and Safety Coordinator  
Executive Secretary  
Administrative Assistant  
Enforcement Manager  
Network Manager  
Senior Capital Assets Accountant  
Engineering Manager  
Communications Coordinator  
Human Resources Coordinator  
Economic Development Coordinator  
Manager of Stadium Operations and Events

8. Authorization for any activity, unless specified otherwise in another policy, shall be made by Council.
9. All purchase in excess of \$7,500, following approval by the Chief Administrative Officer, shall be submitted to Council for approval during the regular Public Council Meeting. This process will not be applicable to invoices for which a motion of Council has already been approved or for routine expenditures involving payroll, telephone or hydro charges, standing orders, contracts, etc.

### **Purchases Initiated by Management**

All purchases made on behalf of the Town must have an authorizing signature other than that of the initiator of the purchase. Where a manager or Department Head initiates a purchase, the authorization must be from another manager and will be in accordance with the authorization levels above, or the individual's direct supervisor, whichever level is higher.

## **HST/GST**

In this policy, for the purpose of determining authorization and approval levels, the amount of a purchase (“gross value”) excludes HST/GST and QST, but includes any other taxes or charges.

### **Authorization by Council**

Council authorizes the annual expenses of the Town by approving the annual budget.

For major purchases not reflected in the budget, Council approval is required.

This policy rescinds all previous policies pertaining to this subject matter.

#### **9. Donation Request – MUN Global Brigades**

##### **Resolution #15-243**

##### **Deputy Mayor Tessier/Councillor Murphy**

Be it so resolved that approval be given for a \$300 in-kind donation to the MUN Global Brigades in support of a fundraiser softball tournament to be held on June 19<sup>th</sup> and June 20<sup>th</sup>, 2015. Funds are available in account 01-101-1000-7705.

- carried unanimously

#### **10. Donation Request – Rotary Club of Avalon Northeast**

##### **Resolution #15-244**

##### **Deputy Mayor Tessier/Councillor Youden**

Be it so resolved that approval be given for a donation in the amount of \$240 for the Rotary Club of Avalon Northeast annual fundraising event held on June 13, 2015. Funds are available in account #01-101-1000-7705.

- carried unanimously

**11. Donation Request – Southern Labrador/Strait of Belle Isle CYN**

**Resolution #15-245**

**Deputy Mayor Tessier/Councillor Murphy**

Be it so resolved that approval be given for a \$300 donation to the Southern Labrador/Strait of Bell Isle Community Youth Network in support of a youth delegate from the Town of Conception Bay South to attend the upcoming Municipalities Newfoundland and Labrador Convention in Gander during November 5-7, 2015. Funds are available in account #01-101-1000-7705.

- carried unanimously

**12. Urban Municipalities Committee**

**Resolution #15-246**

**Deputy Mayor Tessier/Councillor Tilley**

Be it so resolved that approval be given for Mayor McDonald to attend the upcoming Urban Municipalities Committee Meeting to be held in Port Aux Basque from June 25-27, 2015 at an approximate cost of \$1,500. Funds are available in account 01-101-1000-4227.

- carried unanimously

**13. Request for Proposals – Electronic Records and Document Management System**

**Resolution #15-247**

**Deputy Mayor Tessier/Councillor Youden**

Be it so resolved that approval be given to award the Request for Proposals for an Electronic Records and Document Management System to Ricoh Canada Inc. in the amount of \$178,217.82, plus HST. Funds are available in Capital Out of Revenue.

- carried unanimously

**14. Request for Proposals – Human Resources Consultant**

**Resolution #15-248**

**Deputy Mayor Tessier/Councillor George**

Be it so resolved that approval be given to award the Request for Proposals for a Human Resources Consultant to Knightsbridge Robertson Surrette at an approximate cost of 30% of total annual compensation plus expenses. Funds are available in Capital Out of Revenue.

- carried unanimously

**15. Stadium/Gateway Underground Power**

**Resolution #15-249**

**Deputy Mayor Tessier/Councillor Rowe**

Be it so resolved that approval be given to enter into a Contribution in Aid of Construction Agreement with NL Power in the amount of \$315,000 for the installation of underground power services for the gateway development. Funds are available in the project accounts.

- carried unanimously

**16. Financial and Administrative Services Committee Report**

**Resolution #15-250**

**Deputy Mayor Tessier/Councillor Tilley**

Be it so resolved that the recommendations/decisions made at the Financial and Administrative Services Committee Meeting of June 8, 2015 be accepted as presented.

- carried unanimously

**The Financial Services Committee Report of June 8, 2015 includes the following recommendations:**

**1. St. John's Regional Fire Communication Centre – 911 Service**

**Recommendation:**

Be it so resolved that approval be given to ratify payment to the St. John's Regional Fire Communication Centre for 911 Service for 2015 in the amount of \$11,221.96. This is a budgeted item and funds are available in account 01-107-1000-7250.

**2. St. John's Regional Fire Department – Standby Allocation**

**Recommendation:**

Be it so resolved that approval be given to ratify payment to the St. John's Regional Fire Department for the 2015 Standby Allocation in the amount of \$15,431.00. This is a budgeted item and funds are available in account 01-201-1000-7255.

**3. Approval to Request Proposals**

**Recommendation:**

Be it so resolved that approval be given to request proposals for the design, supply and install of office furniture for the new town hall.

**8. RECOMMENDATIONS OF ECONOMIC DEVELOPMENT AND TOURISM COMMITTEE (Chair, Councillor Gerard Tilley)**

Transferred from Privileged Meeting #11

**1. Mainstreet Business Improvement Association**

**Resolution #15-251  
Councillor Tilley/ Councillor Rowe**

Be it so resolved that the 2015 Budget of the Main Street Business Improvement Association be adopted as presented.

- carried unanimously

Presentation of recommendations of meeting held June 12, 2015

**1. 2015 Heritage Grant Program**

**Resolution #15-252**  
**Councillor Tilley/Councillor Rowe**

Be it so resolved that approval be given to provide funds totaling \$8,000 to eight municipally designated heritage properties within the Town as follows:

St. Peter's Anglican Church	\$1,000
St. Peter's Anglican Church (Cemetery)	\$1,000
All Saints Anglican Parish	\$1,000
St. John the Evangelist Church (Cemetery)	\$1,000
St. John the Evangelist Church (Old Church)	\$1,000
Prince of Orange Lodge, LOL #23	\$1,000
The Miller House	\$1,000
The Morgan House	\$1,000

Funds available in account number 01-502-1000-5099.

- carried unanimously

**2. Economic Development and Tourism Committee Report**

**Resolution #15-253**  
**Councillor Tilley/Councillor Rowe**

Be it so resolved that the recommendations/decisions made at the Economic Development and Tourism Committee Meeting of June 12, 2015 be accepted as presented.

- carried unanimously

**9. OTHER COMMITTEE REPORTS**

**10. NEW BUSINESS**

**Councillor Rowe**

advised that there will be a meeting on June 24, 2015 at Worsley Park pertaining to the proposed development on Pocket Road.



**Mayor McDonald**

read the following statement:

The Enforcement Unit has received numerous complaints about dirt bikes and ATVs on Town roads, the T'Railway and Town recreational facilities. Use of motorized vehicles in that nature is illegal and creates a safety hazard to the public and the person riding the vehicle.

The Enforcement Unit continues to work in conjunction with the Royal Newfoundland Constabulary to identify offenders and lay charges under the provincial Motorized Snowmobile and All-Terrain Vehicles Act and Regulations. Any charges laid under this Act and Regulations could result in fines and in addition, motorized vehicles may be seized. Where a person is convicted of an offence, the judge may order that the vehicle be forfeited.

On June 9, 2015, an investigation lead by the Town's Enforcement Unit resulting in the RNC laying charges against a Conception Bay South youth; of whom was illegally operating a dirt bike. The charges consisted of 4 charges of operating outside an approved area and 1 charge for operating without due care. During this time, the dirt bike was also seized and impounded pending the court disposition.

On June 12, 2015, Enforcement Officers witnessed two separate incidences, whereas one ATV and two dirt bikes were observed illegally operating on a highway. The RNC consequently laid charges against the ATV operator. The other two individuals fled on dirt bikes. These offenders and other complaints of this nature are being actively pursued. We will continue to identify offenders and charge them accordingly.

Through education, enforcement and community involvement, we hope that the public will see that this type of behaviour is not only unacceptable but also dangerous for the offender and the people of our community.

**11. ADJOURNMENT**

The meeting adjourned at 8:23 p.m.

**Resolution #15-254**  
**Councillor Youden /Councillor Rowe**

Be it so resolved that the meeting adjourn.

- carried unanimously

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Ken McDonald  
Mayor

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Gail Pomroy  
Acting Chief Administrative Officer